

Professional Standards Uniform Regulations 2017 (Melbourne)

as at 1 June 2021

The Archbishop-in-Council of the Diocese of Melbourne makes the following Regulations pursuant to section 185 of the *Professional Standards Uniform Act 2016* (Melbourne):

Short title

- 1 These Regulations may be cited as the **Professional Standards Uniform Regulations 2017 (Melbourne)**.

Commencement

- 2 These regulations come into operation on 1 July 2017.

Definition

- 3 In these Regulations —

the Act means the **Professional Standards Uniform Act 2016 (Melbourne)**.

Other expressions have the same meaning as in the Act.

Form of consent to formal process

- 4 The written consent of a complainant under section 22(1) of the Act must be in Form 1 of Schedule 2, with any necessary modifications.

Form of application for clearance for ministry

- 5 An application to the Office of Professional Standards for a clearance for ministry under section 50 of the Act must be in Form 2 of Schedule 2, with any necessary modifications.

Applicants and applications for clearance for service

- 6 (1) The roles, offices and positions in Schedule 1 are prescribed for the purposes of section 59(2) of the Act.
(2) An application to the Office of Professional Standards for a clearance for service under section 60 of the Act must be—
 - (a) if made by a person aged between 13 and 17 years of age (both inclusive), in the form of Form 3A of Schedule 2; or
 - (b) otherwise, in the form of Form 3 of Schedule 2.

Form of reference to the Professional Standards Board

- 7 A reference by the Professional Standards Committee to the Professional Standards Board under section 69 of the Act must include a notice in Form 4 of Schedule 2, with any necessary modifications.

Form of application for review of a decision of the Professional Standards Board

- 8 An application for review of a decision of the Professional Standards Board under section 89 of the Act must be in Form 5 of Schedule 2, with any necessary modifications.

Schedule 1—Clearance for service – prescribed roles, offices and positions

Reg 6

- 1 Any role, office or position which —
 - (a) requires the holder to have a WWC clearance under the **Worker Screening Act 2020** (Vic); or
 - (b) constitutes 'ministry to children' within the meaning of the Safe Ministry to Children Canon 2017 of this Church.

- 2 Regardless of whether a role, office or position is within the meaning of 1., any of the following roles, offices, or positions—
 - (a) Child Safety Officer, Family Safety Champion;
 - (b) leader or coordinator of, or instructor, teacher, or other position providing leadership, oversight or direction in —
 - (i) children's or youth group;
 - (ii) camp where children are present;
 - (iii) crèche;
 - (iv) Sunday School or other educational program for children or young people;
 - (v) small groups where children are present and not accompanied by a parent;
 - (vi) choir, music, dance or acting group that includes children;
 - (c) bus driver for children;
 - (d) candidate for selection conference for Holy Orders;
 - (e) theological exiting student intending to seek ordination;
 - (f) theological student doing a youth or children's practicum;
 - (g) Warden of Altar Servers or coordinator of the altar serving team where the team includes children.

**Schedule 2—Professional Standards Uniform Regulations 2017
(Melbourne)**

Form 1

Reg. 4

CONSENT OF COMPLAINANT TO FORMAL PROCESS

under s 22 of the Professional Standards Uniform Act 2016 (Melbourne) (the Act)

TO: The Director of Professional Standards

Name of complainant—

Address—

Description of complaint:

I the above named complainant CONSENT to —

- (a) the giving by the Director of notice of the complaint and the identity of the complainant to the respondent;
- (b) the investigation of the complaint by the PSC or its delegate;
- (c) the PSC otherwise dealing with it under this Act;
- (d) the hearing and determination of the complaint by the Board and on any review, the Review Board, either by hearing or otherwise in accordance under this Act; and
- (e) the making of recommendations to the Archbishop or other Church authority in accordance with this Act.

.....

Complainant

Date:

NOTE: Section 22 of the Act provides:

- 22 (1) The Director must prior to any investigation seek from the complainant his or her written consent to—
- (a) the giving by the Director of notice of the complaint and the identity of the complainant to the respondent;
 - (b) the investigation of the complaint by the PSC or its delegate;
 - (c) the PSC otherwise dealing with it under this Act;
 - (d) the hearing and determination of the complaint by the Board and on any review, the Review Board, either by hearing or otherwise in accordance under this Act; and
 - (e) the making of recommendations to the Church authority in accordance with this Act.
- (2) If the complainant (other than the Director) has not given the written consent referred to in the preceding subsection—
- (a) the Director and the PSC must, subject to any obligation referred to in subsection (3), respect the confidentiality of the identity of the complainant;
 - (b) the PSC may, subject to subsection (2)(a), investigate the complaint but shall not be required to do so and otherwise to refer it to the Board;
 - (c) the PSC may but is not obliged to dismiss the complaint or take no further action in relation to the complaint; but
 - (d) the PSC may with the consent of the complainant arrange with the complainant, the respondent and if appropriate, the Church authority mediation conciliation neutral evaluation or other alternative resolution of any dispute associated with the complaint, with a view to addressing any breakdown in relationships and achieving a reconciliation between the parties.
- (3) The relevant obligations are under any State or Federal law—
- (a) to disclose information to a member of the police force¹; and
 - (b) otherwise to take reasonable steps to reduce or remove a substantial risk that a relevant child will become the victim of a sexual offence committed by a person or of over the aged of 18 years who is associated with the Church in the diocese.²
- (4) In this section, 'relevant child' means a child (whether identifiable or not) under the age of 16 years who is, or may come, under the care, supervision or authority of the Church in the Diocese.³

¹ In certain circumstances, it is an offence punishable by 3 years imprisonment for any person of or over the age of 18 years to fail to disclose to a member of the police force of Victoria information relating to the commission of a sexual offence against a child under the age of 16 years: s327 of the *Crimes Act 1958* (Vic).

² See *Crimes Act 1958* (Vic), s49C. A negligent failure by person in authority to protect a child from a sexual offence is also an offence

³ The definition reflects the definition of 'relevant child' in s49C.

Professional Standards Uniform Regulations 2017 (Melbourne)

Reg. 5 Form 2 [version 28.6.2018]



ANGLICAN CHURCH OF AUSTRALIA

DIOCESE OF MELBOURNE

SAFE MINISTRY CHECK

APPLICANT'S SCREENING QUESTIONNAIRE

For Ordination Candidates, Clergy and Authorised Lay Ministers

(As approved by Archbishop in Council on 28 June 2018)

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR MINISTRY

under s50 of the *Professional Standards Uniform Act 2016* (Melbourne)

PERSONAL DETAILS:

Title: _____

Surname: _____

Christian Names: _____

Previous Names: _____ **Male/Female**

Address: _____

Home Phone No: _____ **Work Phone No:** _____

Mobile Phone No: _____ **Email:** _____

Date of Birth: _____

Marital Status: _____

Occupation: _____

SPECIFY EACH PROPOSED ROLE OFFICE OR POSITION IN MINISTRY:

Parish or congregation or otherwise: _____

Each role, office or position held or to be held: _____

**Applicant's Screening Questionnaire
for Ordination Candidates, Clergy and Authorised Lay Ministers**

The Anglican Church of Australia has established standards of conduct for clergy and church workers to maintain a safe and healthy ministry environment.

Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in ordained and lay ministry in Australia. **This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct.** What follows is our Screening Questionnaire for those who intend to carry out ordained or paid or licensed or authorised lay ministry in Australia.

As part of this process, we request you to answer a series of questions which are, of necessity, intimate in nature. If you do not understand the question or would like to discuss your answer further, please feel free to call the Director of Professional Standards. The completed questionnaire should be sent directly to the address below and will be kept secure in our confidential files, in accordance with the Privacy Act. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. Where required by law, the information you supply will be produced.

You must answer all questions. You should add any additional information under the question or on a separate page. Please note that a yes answer to a question will not automatically rule an applicant out of selection.

Please note. We do not interpret a yes answer to a question as a charge of professional misconduct. Each Diocese in Australia provides a formal process for making such a charge.

Thank you for your time. Yours

faithfully

Registrar, Diocese of Melbourne

Where online application not possible–

Please return this Questionnaire in the enclosed, stamped, pre-addressed envelope directly to:

The Director of Professional Standards Office
of Professional Standards Kooyoora Ltd
PO Box 329
CANTERBURY 3126

**APPLICANT'S SCREENING QUESTIONNAIRE
FOR ORDINATION CANDIDATES, CLERGY AND AUTHORISED LAY MINISTERS**

Please tick either "yes" or "no" for each question.

If the answer to any of the following questions is "yes", please indicate the question number, provide relevant information regarding your response and indicate current status of the issue(s) if any.

A yes answer will not automatically rule an applicant out of selection.

Throughout this document **charged*** or **charges*** indicates *allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.*

Throughout this document **child exploitation material*** means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
 - in a sexual context; or
 - as the subject of torture, cruelty or abuse (whether or not in a sexual context)
- in a way that a reasonable person would regard as being, in all the circumstances, offensive.

Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

Before completing this document please read your diocesan policy for selection of ordination candidates, clergy and paid church workers.

1. Have you ever, since the age of eighteen, been known by any name other than the one given above?
▪ **Yes** **No**
- 1A. If your answer is yes, specify the name and state whether it was your maiden name.
2. Do you have any health problem(s), which may affect your work with children or young persons?
▪ **Yes** **No**
- 3a. Has disciplinary action of any sort ever been taken against you by a licensing board, professional or community association, employer, educational institution, Church or any other body?
▪ **Yes** **No**
- 3b. Have there been charges* against you to the above named bodies that did not result in discipline?
▪ **Yes** **No**
- 3c. Are there charges* pending against you before any of the above-named bodies?
▪ **Yes** **No**
4. Have you ever been convicted of a criminal offence?
▪ **Yes** **No**
5. Have you ever been charged* with a criminal offence?
▪ **Yes** **No**
6. Have you ever been asked to resign or been terminated by a training program, employer or church body?

SAFE MINISTRY CHECK
- APPLICANT

- **Yes** **No**
7. Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?

- **Yes** **No**
- 8 a. Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?

- **Yes** **No**
- 8 b. Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?

- **Yes** **No**
9. Have you ever been charged* with having engaged in sexual conduct or attempted sexual conduct with a person with whom you had a pastoral or professional relationship (e.g., a parishioner, a client, a patient, an employee, a student, a subordinate)?

Sexual conduct includes sexually motivated touch and conversation through to sexual intercourse of any kind. The context of the conduct includes personally, virtually or by any electronic means.

10. Have you ever been charged* with having engaged in sexual conduct with persons under the legal age of consent?

- **Yes** **No**
11. Have you ever been charged* with the production, sale or distribution of, or illegal access to child exploitation material*?

- **Yes** **No**
12. Have you ever been charged* with an offence related to sexual misconduct?

Sexual misconduct includes:

- abuse of power or role for sexual purposes
- sexual conduct with a person under the age of consent or an adult incompetent to give consent
- sexual assault (e.g., rape)
- soliciting for sexual purposes
- an offence related to child exploitation material* or public indecency (e.g., indecent exposure)

13. Have you ever been charged* with an offence related to sexual harassment?

- **Yes** **No**
- Sexual harassment includes:
- sexual advances
 - requests for sexual favours
 - sexually motivated physical contact
 - verbal or physical domination of a sexual nature?

14. Have you ever engaged in any of the following conduct, even though never having been charged*?
- sexual contact with a parishioner, client, patient, student, employee or subordinate
 - sexual contact with a person under the age of consent

SAFE MINISTRY CHECK
- APPLICANT

- illegal use, production, sale or distribution of child exploitation material*
- conduct likely to cause harm to a child or young person, or to put them at risk of harm.

▪ **Yes** **No**

- The context of the contact and conduct includes personally, virtually or by any electronic means.

15. Have you ever been charged* with verbal or physical harassment?
▪ **Yes** **No**
16. Do you have a history of alcohol abuse?
▪ **Yes** **No**
17. Do you have a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?
▪ **Yes** **No**
18. Do you have a history of problem gambling?
▪ **Yes** **No**
19. Have you ever been charged* with any offence related to cruelty to animals?
▪ **Yes** **No**
20. Have you ever been charged* with a traffic offence which required you to attend court?
▪ **Yes** **No**
21. Has your driver's licence ever been revoked or suspended?
▪ **Yes** **No**
22. Has your drivers licence ever been suspended for a period of over 3 months?
▪ **Yes** **No**
23. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?
▪ **Yes** **No**
24. Have you ever had a licence to own firearms refused or revoked?
▪ **Yes** **No**
25. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?
▪ **Yes** **No**
26. Have you ever been charged* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?
▪ **Yes** **No**
27. Have you ever been charged* with an offence under the taxation laws?
▪ **Yes** **No**
28. Have you ever had an order made against you or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act or have you ever had an order made against you under any Act regulating corporations?
▪ **Yes** **No**
29. Have you done anything in the past or present that may result in allegations being made against you of child abuse*?

SAFE MINISTRY CHECK
- APPLICANT

30. Is there any other matter or past conduct of yours that would be relevant for the Office of Professional Standards to consider in deciding whether you are fit for the proposed ministry in the Church?

▪ **Yes** **No**

*Child abuse means:

- the following conduct in relation to a child:
 - bullying;
 - emotional abuse;
 - harassment;
 - neglect;
 - physical abuse;
 - sexual abuse;
 - spiritual abuse;
 - grooming; or
 - the wilful or reckless failure to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or
- the possession, production or distribution of child exploitation material*.

The context of the conduct includes personally, virtually or by any electronic means.

ORDINATION (complete if applicable)

I was ordained as a Deacon in the Diocese of _____

on _____

I was ordained as a Priest in the Diocese of _____

on _____

I was consecrated as a Bishop in the Diocese of _____

on _____

RECORD OF BISHOP'S LICENCES OR AUTHORITIES: (complete if applicable)

List any positions where you have previously held a Bishop's Licence or Authority.

Position	Diocese	Bishop

RECORD OF CHRISTIAN CHURCH MEMBERSHIP AND CHRISTIAN MINISTRY

List the following information regarding any church you have attended regularly during your adult life, excluding positions detailed above.

Church	Position	Location	Senior Minister	Date From Month/Year	Date To Month/Year

SAFE MINISTRY CHECK
- APPLICANT

RECORD OF EMPLOYERS

Employer	Position	Location	Date from Month/Year	Date to Month/Year

INTERSTATE / INTERNATIONAL RESIDENCE

Have you ever resided in any other Australian State or Territory, or any other country?

- **Yes** **No**

If **YES** please list all the countries and states

State or Country	Address	Dates

AUTHORITY TO PROVIDE INFORMATION AND RELEASE FROM LIABILITY OF REFEREES AND OTHERS AND CONSENT TO NATIONAL POLICE HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK OR WORKING WITH VULNERABLE PEOPLE CHECK

I understand that it is the policy of the Anglican Church of Australia to ask:

- those who serve or have served as my bishop;
- churches I have regularly attended as an adult; and
- my employers;

whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I have identified all positions in which I have held a bishop's licence or authority, all churches which I have regularly attended as an adult and my employers. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorize every one of those bishops, churches and employers to inform you and your delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I hereby authorise my referees to answer the Referee's Screening Questionnaire and to provide any information relevant to my application to you and your delegates.

I hereby release from liability any person or organisation that provides such information. I also agree to release you and your delegates from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

I hereby consent to provide an Australian Federal Police Check if I have resided in another country. I also consent to provide a Working with Children Check.

Signature

Print Name

Date

STATUTORY DECLARATION

I _____

of _____

do solemnly and sincerely declare that:

- (1) the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

- (2) I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church or to remain in employment in a Church body.

Applicant's signature: _____ Date: _____

Declared at: _____ this _____ day of _____ 20 _____

Signature: _____

WITNESS TO THE APPLICANT'S SIGNATURE

Name of Witness: _____

Address of Witness: _____

Title / Office held: _____

Your signature must be witnessed by a person (who is not required to read the document) authorised to witness a Statutory Declaration.

IF YOU ARE INVITED to an INTERVIEW, please bring for sighting PROOF OF IDENTITY - two (2) documents, one of which includes a photograph and one of which is either a Birth Certificate, Passport or current Driver's Licence.

ID sighted ID approved ID not approved

CHARACTER REFERENCE

Please provide three (3) referees. Referees must be over eighteen years of age and be able to give a report on your good character and suitability for ministry among children and young people. They must NOT be a relative, close friend or a member of the Selection panel. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.

REFEREE 1 *(Senior Church Leader e.g. rector, church warden, elder)*

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

REFEREE 2 *(Employer or teacher if no work history)*

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

REFEREE 3 *(Person who has known you for longer than 3 years and knows you well)*

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

Form 3

Form for Clearance for Service (other than for applicants aged between 13 and 17 years)



CONFIDENTIAL

ANGLICAN CHURCH OF AUSTRALIA

DIOCESE OF MELBOURNE

Application for appointment as a
Voluntary Church Worker

APPLICANTS 18 YEARS AND OVER

Safe Ministry Check

Adopted by the General Synod, October 2004

Effective from 1 January 2021

Name of Applicant

Parish, church or
organisation

Role applied for

1 The Safe Ministry Check

Privacy This application is confidential. The diocese is protecting your privacy by adhering to the diocesan privacy policy.

It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, the information you supply will be used only for screening and church processes involving disciplinary action, or assessment of suitability for ministry. If required by law, the information you supply will be made available to the applicable authority.

About this form This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.
‘Ministry to children’ and ‘pastoral ministry’ are defined in the *Safe Ministry to Children Canon 2017*. Pastoral ministry with children includes:

giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
participating in overnight activities such as camps;
having close personal contact with children such as changing clothes, washing and toileting.
Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader.

To the Applicant Thank you for volunteering for a ministry role within your church or church organisation.
The Anglican Church is committed to doing everything we can to ensure that our churches are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.

To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That’s the purpose of this form.

Some of the questions are personal and sensitive. We are not asking you these questions because we think you’ve done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.

Completing the form

1. Complete all five sections.
2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box.
3. If you answer ‘Yes’ to certain questions we may have to ask you for more information. But that doesn’t necessarily mean that you can’t be a volunteer. If there is insufficient space on the form to provide relevant details, please attach a separate page and clearly identify the question your information relates to.
4. Sign your initials at the bottom of every page and sign your full signature at the end of the form.

Submitting the form Please return the form to:
Email:
admin@kooyoora.org.au

Mail:
Kooyoora Ltd
PO Box 329
Canterbury 3126

2 The Applicant

Personal details	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other, specify	
	First name(s)	
	Surname	
	Previous name	
	Date of birth (d/m/y)	
	Gender <input type="checkbox"/> male <input type="checkbox"/> female	
	Marital Status	
	Occupation	
Address	Number, Street	
	Suburb/town,	
	State, Postcode	
Contact details	Home phone	Work phone
	Mobile phone	
	Email	

Confirming your identity Please provide a copy of your Australian driver's photo licence:

Driver's Licence Number: **Expiry Date:** **Type:**

If you do not have a driver's licence, please provide a copy of a birth certificate, a current Australian passport, an Australian citizenship document or Australian immigration papers, a current credit card or account card from an Australian financial institution, OR a current student identity card from an educational institution must be provided)

Other Identification Document: _____

Suitability for ministry Please answer the questions below by clicking in the appropriate box.
If you are not sure what is meant by a word or phrase in **bold print**, please consult the Key Terms in *Faithfulness in Service*.

Do you have any health condition(s), which may affect your work with children or young people?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	If YES, please provide details.	
Have you ever been convicted of a criminal offence in Australia or in any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If
	YES, please provide details.	

Clearance for service

Have you ever been charged with a criminal offence in Australia or in any other country?	<p>'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p>
Have you ever had a driver's licence, whether in Australia or in another country?	<p><input type="checkbox"/> No Go to c) <input type="checkbox"/> Yes</p> <p>If YES, has your licence ever been revoked or suspended?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p>
Has anyone in Australia or in any other country alleged to a court, disciplinary tribunal or employer that you have committed a criminal offence?	<p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p>
Have you ever applied for a working with children clearance?	<p><input type="checkbox"/> No Go to g) <input type="checkbox"/> Yes</p> <p>If YES, did the authority to which you applied refuse to issue the check?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
Have you ever had an apprehended violence order, order for protection or the like against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking?	<p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p>
Has anyone ever accused you of child abuse?	<p>A 'child' is a person under the age of 18. 'Child abuse' means:</p> <ul style="list-style-type: none">• doing any one or more of the following things to a child, whether directly in person or via an electronic device such as a computer, tablet or phone: bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming; or• failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or• possessing, producing or distributing child exploitation material (e.g. viewing child pornography or sexting). <p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p> <p>In this document child exploitation material* means material that describes or depicts a person who is or who appears to be a child –:</p> <ul style="list-style-type: none">• engaged in sexual activity; or• in a sexual context; or• as the subject of torture, cruelty or abuse (whether or not in a sexual context) <p>in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.</p>
Have you ever done anything that may result in someone accusing you of child abuse?	<p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p>
Has a child or dependent young person for whom you were caring as a parent or in any other capacity ever been removed from your care, or been the subject of a risk assessment by the relevant authorities?	<p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p>
Have you ever engaged in any of the following conduct, whether personally, virtually or by any electronic means?	<p><input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.</p> <ul style="list-style-type: none">▪ sexual contact with a person under the age of consent; or▪ production, sale, distribution or illegal use of child exploitation material; or▪ conduct likely to cause harm to a child or young

person, or to put them at risk of harm.

Have you ever provided employment, pastoral care or professional services for others?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, have you ever engaged in sexual contact, whether personally, virtually, or by any electronic means, with a parishioner, client, patient, student, employee or subordinate—other than with your spouse?
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Do you currently abuse alcohol or other substances?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships?
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Do you have a history of substance abuse?	Substance abuse' would include, but not be limited to abuse of prescription, over-the-counter, recreational or illegal drugs, use of mind-altering substances and petrol sniffing.		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
Have you ever been interviewed or questioned regarding any issues of misconduct?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
Is there any other matter or past conduct of yours that would be relevant for the Office of Professional Standards to consider in deciding whether you are fit for the proposed service in the Church?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
Have you lived overseas for more than 12 months in the last 10 years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.

3 Record of ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/ Organisation	Location	Role	From (m/y)	To (m/y)

4 Character Reference

Clearance for service

Please provide details below of two (2) referees. In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people. A referee **can not** be a relative or a close friend. We will contact your referees by phone. If you have lived in another state or country within the last three years, please nominate at least one referee from your most recent parish or placement in that state or country.

	REFEREE 1	REFEREE 2
	This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person.	This person must be either an employer or, if you have no employment history, an adult person who who has known you for 3 years or longer
Title		
First name		
Surname		
Number, Street		
Suburb/Town, Postcode		
State, Country		
Home phone		
Mobile phone		
Email		

5 Statements

Authority for information

I authorise:

the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry; every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.

Release from Liability

I release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.

I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.

Acknowledgement

I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.

Declaration by the applicant

I, _____ *(insert your full name)*

of _____ *(insert your full address)*

do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

Signature of applicant

Date

Reg 6

CONFIDENTIAL



ANGLICAN CHURCH OF AUSTRALIA

DIOCESE OF MELBOURNE

Application for appointment as a
Voluntary Church Worker

APPLICANTS BETWEEN THE AGE OF 13 AND 17 YEARS

Safe Ministry Check

Adopted by the General Synod, October 2004

Effective from 1 January 2021

Name of Applicant
Parish, church or
organisation
Role applied for

1 The Safe Ministry Check

Privacy	<p>This application is confidential. The diocese is protecting your privacy by adhering to the diocesan privacy policy. It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a voluntary ministry. Except as may be required by law, the information you supply will be used only for screening and church processes involving disciplinary action, or assessment of suitability for ministry. If required by law, the information you supply will be made available to the applicable authority.</p>
About this form	<p>This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.</p> <p>Ministry to children and Pastoral Ministry are defined in the <i>Safe Ministry to Children Canon 2017</i>.</p> <p>Pastoral ministry with children includes:</p> <ul style="list-style-type: none"> ▪ giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children; ▪ participating in overnight activities such as camps; ▪ having close personal contact with children such as changing clothes, washing and toileting. <p>Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader.</p>
To the Applicant	<p>Thank you for volunteering for a ministry role within your church or church organisation. The Anglican Church is committed to doing everything we can to ensure that our churches and church organisations are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.</p> <p>To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form.</p> <p>Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.</p>
Completing the form	<ol style="list-style-type: none"> 1. Complete all five sections. 2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box. 3. If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn't necessarily mean that you can't be a volunteer. If there is insufficient space on the form to provide relevant details, please attach a separate page and clearly identify the question your information relates to. 4. Sign your initials at the bottom of every page and sign your full signature at the end of the form. 5. If you are under 16, your parent or guardian must also initial each page and sign at the end.
Submitting the form	<p>Please return the form to Kooyoora at: Email: admin@kooyoora.org.au</p> <p>Mail: Kooyoora Ltd PO Box 329 Canterbury 3126</p>

2 The Applicant

Personal details

First name(s)
Surname
Previous name
Date of birth (d/m/y)
Gender <input type="checkbox"/> male <input type="checkbox"/> female
Occupation

Address

Number, Street
Suburb/town,
State, Postcode

Contact details

Home phone
Mobile phone
Email

Confirming your identity

Please provide a copy of your Australian driver's photo licence:

Driver's Licence Number:

Expiry Date:

Type:

If you do not have a driver's licence, please provide a copy of a birth certificate, a current Australian passport, an Australian citizenship document or Australian immigration papers, a current credit card or account card from an Australian financial institution, OR a current student identity card from an educational institution must be provided)

Other Identification Document:

Suitability for ministry

Please answer the questions below by clicking in the appropriate box.

If you are not sure what is meant by a particular word, please consult your parents or another responsible adult.

a) Do you have any health condition(s), which may affect your work with children or young people?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If YES, please provide details.		
b) Have you ever been charged with a criminal offence in Australia or in any other country? 'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c) Have you ever been convicted of a criminal offence in Australia or in any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d) Have you ever applied for a working with children clearance?	<input type="checkbox"/> No	Go to e) <input type="checkbox"/> Yes
If YES, did the authority to which you applied refuse to issue the check?		
<input type="checkbox"/> No <input type="checkbox"/> Yes		
If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?		
<input type="checkbox"/> No <input type="checkbox"/> Yes		
e) Have you ever had a driver's licence, whether in Australia or in another country?	<input type="checkbox"/> No	Go to f) <input type="checkbox"/> Yes
If YES, has your licence ever been revoked or suspended?		
<input type="checkbox"/> No <input type="checkbox"/> Yes		

Clearance for service

If YES, please provide details.

f) Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking? No Yes

g) Have you ever done anything which could result in a person accusing you of child abuse? No Yes
If YES, please provide details.

A 'child' is a person under the age of 18. 'Child abuse' means:

- doing any one or more of the following things to a child, whether directly in person or via an electronic device such as a computer, tablet or phone: **bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming;** or
- failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or
- possessing, producing or distributing **child exploitation material**.

In this document child exploitation material* means material that describes or depicts a person who is or who appears to be a child –:

- engaged in sexual activity; or
- in a sexual context; or
- as the subject of torture, cruelty or abuse (whether or not in a sexual context) in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

h) Have you ever produced sexual images of another person under the age of 18? No Yes

i) Have you ever engaged in sexting? 'Sexting' means requesting, sharing, sending or posting online explicit sexual photos, messages or videos. No Yes

j) Does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships? No Yes

k) Have you ever used illegal drugs? No Yes

l) Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country? No Yes
If YES, please provide details.

m) Have you ever been interviewed or questioned regarding any issues of misconduct? No Yes
If YES, please provide details.

n) Is there any other matter or past conduct of yours that would be relevant for the Office of Professional Standards to consider in deciding whether you are fit for the proposed service in the Church? No Yes
If YES, please provide details.

o) Have you lived overseas for more than 12 months in the last 10 years? No Yes
If YES, please provide details.

3 Record of ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/Church Organisation	Location	Role	From (m/y)	To (m/y)

--	--	--	--	--

4 Character Reference

Please provide details below of two (2) referees. In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people.

A referee may be a parent or other responsible adult, such as a church leader, teacher or employer, or someone who has known you for longer than one year. Only one referee can be closely related to you.

We will contact your referees to tell us what they know that's relevant to our assessment of your suitability to be a voluntary church worker.

	REFEREE 1	REFEREE 2
Title		
First name		
Surname		
Number, Street		
Suburb/Town		
State, Postcode		
Country		
Home phone		
Mobile phone		
Email		

5 Statements

Authority for information

I authorise:

- *the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry;*
- *every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and*
- *my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.*

Release from Liability

I release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.

I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.

Acknowledgement

I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.

Declaration by the applicant

I, (insert your full name)

of (insert your full address)

do solemnly and sincerely declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

Signature of applicant

Date

If you are under 16 years of age, either a parent or guardian must sign below.

Declaration by parent or guardian

To the best of my knowledge, the information in this application form is correct.

Signature of parent or

Clearance for service

guardian

Date

**Professional Standards Uniform Regulations 2017
(Melbourne)**

Form 4

Reg. 6

REFERENCE TO THE PROFESSIONAL STANDARDS BOARD
under s 69 of the Professional Standards Uniform Act 2016 (Melbourne)

TO: The Secretary
Professional Standards Board

The Professional Standards Committee refers the following matter to the Professional Standards Board pursuant to section 69 of the Professional Standards Uniform Act:

Description of complaint/application:

Attached is a written report of its investigation and opinion signed by a member of the Professional Standards Committee.

Signature—

Date—

**Professional Standards Uniform Regulations 2017
(Melbourne)**

Form 5

Reg. 7

APPLICATION FOR REVIEW OF A DECISION
under s 89 of the Professional Standards Uniform Act 2016 (Melbourne)

TO: The Secretary
Professional Standards Review Board

Name of applicant— Address—

I APPLY to the Professional Standards Review Board for review of the following
decision of the Professional Standards Board—

1. The decision is—
2. Date of decision—

My reasons for making the application are—

Signature—

Date—
